

Four Paths District,
Springfield P.O.,
St. Elizabeth

4/28/20105
Digicel
99 Main Street
Santa Cruz P.O
St. Elizabeth

Dear Sir/ Miss Hiring Manager's Name,

Re: Job Opening for Agent

I am writing to express my interest in being an Agent in your organization. I am a recent graduate of Munro College with a strong academic background and hands-on experience gained through volunteer work and community involvement. Though I do not yet have formal job experience, I am enthusiastic, adaptable, and eager to contribute meaningfully to a team-oriented environment.

During my time at Munro College, I successfully completed the Caribbean Secondary Education Certificate (CSEC), earning top marks in Information Technology. My passion for tech and problem-solving continued outside the classroom as I supported the Production Tech Team at my church. In this role, I managed PowerPoint presentations, assisted with PA system operations, and provided basic technical support, skills I am excited to bring to your organization.

Beyond technical abilities, I have developed strong communication, prioritization, and active listening skills through involvement in several school and church groups. These experiences have helped shape me into a dependable and proactive individual who works well with others and is always ready to learn.

I would welcome the opportunity to further discuss how I can be an asset to your team. I am available for an interview at your convenience and can be reached at (876) 366-2960 or via email at kebanks591@gmail.com.

Thank you for considering my application. I look forward to the opportunity to grow, learn, and contribute positively to your organization.

Sincerely,

Kyle N. Ebanks
